



**VICTORIAN ABORIGINAL  
HEALTH SERVICE**  
*Caring for the Community*

## Management Accountant

- Part time opportunity – up to 15 hours per week
- Flexible working arrangements to suit you!
- Great opportunity to build your experience with a leading Aboriginal Controlled Organization

### About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. The organisation has expanded steadily over past 40 years to provide a comprehensive range of medical, dental, and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation.

### About the Opportunity

Reporting to the CFO, the Management Accountant will be responsible for assistance with month end reporting, balance sheet reconciliations and other accounting activities as required

### Key Selection Criteria

To be considered for this role you must have the following.

- Understanding of and Commitment to the Aboriginal community.
- Degree in Business/Commerce with an Accounting Major
- Minimum 5 years relevant experience in an accounting position, preferably with not-for-profit experience
- Be up to date with statutory requirements and accounting standards issued by professional accounting bodies and/or government agencies & have a high level of understanding and knowledge of Fair Work Act
- Strong work ethic and high attention to detail
- Exceptional analytical and problem-solving skills
- Excellent word processing skills using all Microsoft Package Suite
- Willingness to work collaboratively and constructively as a member of a team or autonomously.
- Strong time management skills and the ability to prioritise to meet strict deadlines
- Knowledge and commitment to Occupational Health & Safety Legislation
- Excellent written and verbal communication skills

### How to Apply

Please forward your covering letter (addressing the key selection criteria) and resume to [Employment@vahs.org.au](mailto:Employment@vahs.org.au) before Sunday 9pm, 10 April 2022.

*Please note: You will need to be vaccinated against Covid 19 and be prepared to undergo a police background check as part of the recruitment process.*